



Amesbury

2026 PUBLIC OUTDOOR DINING PERMIT APPLICATION INFORMATION

[Bill 2025-017](#) was passed by City Council in March 2025. It outlines the permitting requirements, fees, and procedures in detail. Please make time to read the Bill in addition to this application guide.

The Public Outdoor Dining Permits will span from May 1, 2026, to November 1, 2026.

The following information must be submitted for consideration to OpenGov. Applications must be **submitted by March 5, 2026**, and they will be **reviewed at the March 19, 2026** Technical Review Committee Meeting.

The submittal should include:

1. A completed application with signatures of the applicant and property owner.
2. A scaled sketch plan of the outdoor dining arrangement. The [City of Amesbury's GIS mapping system](#) may be used as a basemap, or you can use Google Maps. Please ensure your sketch plan includes all of the following:
 - a. Dimensions and location of outdoor dining area(s), buildings, sidewalks, structures, and parking areas;
 - b. Number of public or private parking spaces to be replaced by outdoor dining (if applicable);
 - c. Type, location, and design of City Jersey Barriers/Corral that will demarcate the Outdoor Dining Area;
 - d. Seating and circulation plan with measurements;
 - e. Location of restroom facilities;
 - f. Location of lighting and electrical service;
 - g. Location of any of the following physical features in the area – hydrants, fire department connections, crosswalks, handicap ramps, bus stops, driveways, loading zones and intersections.
 - h. Any proposed signage; and
 - i. Any other information believed to be useful for application review.
3. A Certification of Liability Insurance for \$1,000,000 per occurrence/\$3,000,000 aggregate. If you intend to place outdoor seating on municipally-owned property, the City of Amesbury must be named as an Additional Insured for the purpose and time parameters of the certificate use and be valid for the duration of the intended use from May 1, 2026 – November 1, 2026.

4. Certified Abutter's List showing direct abutters. An Abutter's List can be requested from the Assessor's Office with this [Form](#).

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The \$100 application fee is due at the time the application is submitted. The outdoor dining usage fee and jersey barrier fees will be confirmed during the TRC review process and must be paid after the Mayor completes her approval step in OpenGov. Once the application is approved and the fees are paid, the applicant will receive their decision letter.

Once this application is received, the applicant will receive an abutter notification template and will be placed on a Technical Review Committee Agenda. The applicant is responsible for mailing abutter notifications via certified mail 7 days prior to the scheduled meeting and providing proof of mailing in their OpenGov attachments. The TRC will review the submittal and send a recommendation to the Mayor's Office. The Business Owner named in this application will be issued a decision letter via the Mayor's Office after all fees are paid.

For any questions contact Becky Frey at freyr@amesburyma.gov or 978-388-8110.

2026 PUBLIC OUTDOOR DINING PERMIT APPLICATION

Date of Application: _____ Tax Map #: _____ Lot #: _____

Site Address: _____

Name of Restaurant: _____

Hours of Operation: _____

BUSINESS OWNER:

Name: _____

Address: _____

Telephone #: _____

Email: _____

PROPERTY OWNER (if different than the Business Owner):

Name: _____

Address: _____

Telephone #: _____

Email: _____

DETAILS:

We intend to extend our current liquor license to the approved outdoor dining space:

____ Yes

____ No

Number of tables to be installed outdoors: _____

Number of total seats/maximum capacity: _____

Number of total parking spaces to be occupied by dining area: _____

Number of Public Spaces: _____

Number of Private Spaces: _____

Proposed hours of operation: _____

I hereby apply for an Outdoor Dining Permit. By submitting and signing this authorization, I acknowledge that:

- The operation of the outdoor dining at my establishment will comply with any Local and State Regulations pertaining to such uses.
- This permit expires on November 1, 2025.

Signature of Applicant: _____ Date: _____

Print Name of Applicant: _____

If the Applicant is not the Property Owner, please include the name and signature of the Property Owner below.

Signature of Property Owner: _____ Date: _____

Print Name of Property Owner: _____